



Waterford Ambulance Service Standard Operating Guideline

Expectations

1. Field Training Officers are expected to:

- Attend the FTO training course.
- Attend the Supervisor training course (if applicable).
- Attend regularly scheduled FTO meetings.
- Train, mentor, and evaluate WAS EMT's.
- Assist with Pre-employment Testing and Orientation.
- Assist in the development and implementation of remedial training programs.
- Be motivated to teach, facilitate learning, and to ensure their EMT Candidates acquire the knowledge and skills necessary to become a successful WAS EMT.
- Serve as a mentor, role model and educational resource for fellow EMT's.

Instructions

1. How to become a Field Training Officer.

- a. The EMT's of Waterford Ambulance Service take great pride in delivering high quality patient care and support to the citizens of our community. In keeping with such high standards, newly hired or transitioning employees need a mentor and guide in developing a solid understanding of their knowledge, skills, and educational strengths and areas of improvement. The success of this process is directly linked to the professional commitment of our Field Training Officers. Their hard work and dedication help to build a foundation for our EMS system that ultimately sets a high standard of service for our community.



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- b. When making the selection for Field Training Officer (FTO), we examine the candidate's skills, knowledge and behavior. In doing so, we attempt to take a 'whole person' approach to the testing and evaluation process. No singular criterion is used when making the decision.
 - c. The selection process will be comprised of:
 - Completed FTO application.
 - Minimum of 10 chart reviews
 - Oral interview.
2. Submit a Written Request.
 - a. Make a written application to the EMS Manager.
 - b. Submit current cover letter
 3. Oral Interview.
 - a. An Interview with the EMS Manager will be scheduled to discuss the expectations of this position and what the FTO Candidate sees as their responsibilities.
 4. Once approved as a FTO, there will be a working test period. This working test period will be for the duration of one completed EMT Candidates Field Training.

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